

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE SPECIALIST I/II/III - ENFORCEMENT
CLASS CODE: I - 6489 II - 6486 III - 6483

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE II- NONE III - LEAD

EFFECTIVE DATE: 09/18/2014
DEPARTMENT: SHERIFF

JOB SUMMARY

Performs clerical and secretarial duties designed to expedite the customer service, reception, incident data, and case records management functions of the Patrol or Investigations Division of the Sheriff's Office.

CLASS CHARACTERISTICS

Office Specialist I-Enforcement: Works under close to general supervision from the Office Manager in performing duties at the entry or training level. Performs routine tasks that are less complex or detailed than those performed at the full performance level.

Office Specialist II-Enforcement: This full performance level works under general supervision from the Office Manager in performing duties of considerable difficulty that involve some independent judgement.

Office Specialist III-Enforcement: Works under general supervision from the Office Manager in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

ESSENTIAL FUNCTIONS

Acts as "Records Specialist"; performs maintenance of case file system; maintains accurate, comprehensive, and up-to-date incident and property records utilizing hard copy records and computer system; processes traffic accident reports and completes data entry for citations; establishes and maintains case files, finger print cards, etc.; disseminates reports to departmental and other agency officials; obtains driver's license information, vehicle registration, Utah Criminal History, NCIC III (Interstate Identification Index), Out-of-State vehicle registration, driver's license information, NCIC wanted persons, stolen autos, and property checks, etc.; coordinates with various requesting agencies and court officials; processes records checks as requested by federal, state and local agencies; processes background, criminal history and GRAMA requests.

Prepares monthly FBI/BCI report; accumulates and organizes system information records and data bases as needed to prepare and complete; reports total criminal and law enforcement activity according to established categories, i.e. homicide, burglary, rape, assault, auto theft, shoplifting, etc.; distributes copies of reports to appropriate parties or agencies.

Provides clerical support for the creation and processing of various civil documents and warrants requiring service by the Sheriff's department; coordinates with administrators, deputies, attorney, judicial and court personnel; assures accuracy of arrest information and distributes to other agencies and jurisdictions; creates and maintains record log, collects fee for service, creates collection report and deposits revenues with county auditor.

Maintains court calendar; tracks case court times and apprises staff of hearings; maintains contact with attorneys, courts, judges and crime labs as needed to follow up on case reports to obtain final disposition and verify court dates.

CLASS TITLE: OFFICE SPECIALIST I/II/III - ENFORCEMENT

CLASS CODE: I - 6489 II - 6486 III - 6483

PAGE 2

Establishes and maintains files, records and reports complaints received by the Sheriff's Office; logs, compiles and files all information and documents; receives and processes civil/criminal documents, reviews for accuracy, assigns to deputies for service; monitors disposition of document, manages change in documents and orders, logs disposition and bills for appropriate fees and returns to agencies; receipts and deposits payments.

Logs legal documents such as writs, summonses, supplemental orders, civil bench warrants, trustee sales, orders of sales, etc. for processing; monitors all logs, documents, records and information processed by the division to assure correctness and accuracy; initiates changes as needed

Assists in the preparation and processing of officer reports; transcribes statements of witnesses from tapes and takes statements from witnesses.

Office Specialist III-Enforcement

In addition to Essential Functions described above:

Performs complex administrative duties related to general fiscal processes, i.e., purchase orders, monitoring vendor agreements; tracking order status and verification of delivery; posts purchase activity to proper accounts; prepares billings for contract security and law enforcement services; prepares various service related reports, calculates hours of response time; follows up on customer billing issues; maintains record of inventory for deputy equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

Office Specialist I-Enforcement

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information.

Office Specialist II-Enforcement

In addition to the knowledge, skills, and abilities listed above:

Working Knowledge of: The civil functions of the Sheriff's Office; legal processes associated with the maintenance of public records and documents.

Skill in: Using various software programs unique to law enforcement.

Ability to: Understand and follow broad objectives and instructions.

Office Specialist III-Enforcement

In addition to the knowledge, skills, and abilities listed above:

Considerable Knowledge of: Sheriff's Office policies and procedures, GRAMA regulations and other laws, codes, or regulations relevant to work performed.

Skill in: Basic bookkeeping.

Ability to: Train and lead others.

PHYSICAL DEMANDS

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; and works for sustained periods of time maintaining concentrated attention to detail.

Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 30 pounds; and drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

CLASS TITLE: OFFICE SPECIALIST I/II/III - ENFORCEMENT
CLASS CODE: I - 6489 II - 6486 III - 6483
PAGE 3

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Office Specialist I-Enforcement: High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Office Specialist II-Enforcement: High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Office Specialist III-Enforcement: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Must possess a valid State of Utah Driver's License and must *obtain* Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires or during the trial period for promoted County employees and maintain certification thereafter. County employees being reassigned or transferred to this classification must possess BCI certification upon reassignment or transfer.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements of the higher classification level, 3) meet the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.